



United States Embassy
International Narcotics and Law Enforcement section – INL
Carrera 45 No.24B-27 Bogotá, D.C. COLOMBIA
Embassy phone: (571) 275-2000 Embassy fax: (571) 275-2007

March 31, 2017

To: Prospective Quoters

SUBJECT: Solicitation Number **SCO15017R0009** for the implementation of Learning Content Management platform Moodle for National Police in Bogota, Colombia.

Enclosed is a Request for Proposal (RFP) **for the implementation of Learning Content Management platform Moodle**. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the **Standard Form 1449** that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at **U.S Embassy at Carrera 45 #24B-27, Bogota, Colombia on April Tuesday April 11, 2017 at 10:00am**. If you plan to attend, you must confirm your attendance with Veronica Sheriff SheriffV@state.gov, Isabel Acosta AcostaNI@state.gov and Susana Ramirez RamirezGS@star.gov with your name, cedula number (ID number), cell phone number, email and the name of company you represent.

This information must be provided by **4:00 p.m. on Thursday, April 06, 2017**. The meeting point will be the Gate 2 of the Embassy compound; people will need to identify themselves as attendees to an INL meeting.

Submit any questions you may have concerning the solicitation documents in writing, in English to Veronica Sheriff at SheriffV@state.gov; Susana Ramirez at ramirezgs@state.gov, cc Isabel Acosta at AcostaNI@state.gov no later than 2:00 pm local (Bogota) time on April 18, 2017

Quotations are due by May 02, 2017 no later than 2:00 pm East Time to Veronica Sheriff SheriffV@state.gov, c.c. Susana Ramirez at ramirezgs@state.gov.



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In order for a quotation to be considered, you must also complete and submit the following:

- Standard Form 1449. Please fill blocks 12, 17, 23, 24 and 30
- Section 1, II, Pricing
- Section 4, Evaluation factors- document and submit proof that you meet each of the requirements listed in this section.
- Section 5, Offeror Representations and Certifications

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Veronica Sheriff', written over a horizontal line.

A. Veronica Sheriff
Dept. of state Contracting Officer